

Current Volunteer Opportunities

May 2024

Role/ Opportunity	Name of Event, Service or Location	Job Description	Contact	Commitment Period
External Communications Manager for Friends of the Library (FOL) Events		<p>Working with Communications Team:</p> <ul style="list-style-type: none"> • Maintain list of contacts for distribution of FOL promotional materials • Establish & monitor advertising schedules in various resources • Maintain list of area Book Clubs for HCAS (Hill Country Author Series) promotions 	Jody Patterson jodypat@gmail.com	Ongoing 2-3 hours per month
POC (Person On Call)	SHP	<ul style="list-style-type: none"> • 1 year experience with SHP • Take calls from SHP volunteers re questions during assigned week • Take a shift last minute during your week in case of an emergency 	Kathy Olmstead kathyolmstead@hotmail.com	Negotiable
SOS Sorter (Straighten Our Shelves)	SHP	Arrange & alphabetize materials according to SHP guidelines.	Kathy Olmstead kathyolmstead@hotmail.com	Monthly
SHP Permanent Volunteer Staff	SHP	Welcome visitors, take donations & shelve books during a 3-hour shift.	Kathy Olmstead kathyolmstead@hotmail.com	Monthly

Please Note:

- SHP is Second-Hand Prose; the used bookstore located on the 2nd floor of the Georgetown Public Library (GPL).
- Permanent shifts or substitute positions are available. Permanent does not imply every week. Temporary substitutes can take your place as needed.
- All Volunteers must attend a specific Second-Hand Prose (SHP) Orientation before beginning to volunteer.
- A POC (Person On Call) is on a flexible schedule with 3 other POC's and is scheduled one week per month.